

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0138795**

DATE POSTED: **06/16/14**

POSITION NO: 941101

CLOSING DATE: **06/27/14**

POSITION TITLE: **Senior Right-of-Way Agent**

DEPARTMENT NAME / WORKSITE: **Navajo Land Department/Tse Bonito, New Mexico (NDOT Building)**

WORK DAYS: Monday-Friday REGULAR FULL TIME: ☒ GRADE/STEP: Y62A

WORK HOURS: 8:00 am - 5:00 pm PART TIME: ☐ NO. OF HRS./WK.: \$ 33,030.40 PER ANNUM

SEASONAL: ☐ DURATION : \$ 15.88 PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Directs and Supervises P.L. 93-638 Contract Program. Plan, organizes, coordinates and evaluates the program operations and daily tasks requiring the prioritizing of assignments reports and insures compliances to guidelines and rules and regulations. Administrative duties including prepares analyzes budget, performs expenditures control, writes, reviews and make appropriates corrections to correspondences and other transmittals. Provides technical expertise and recommendations to various Navajo Nation offices/agencies, federal, state and public and chapters. Coordinates field work with grazing permit holders and community members, receives right-of-way applications and conducts field investigations to obtain right-of-way for federal road projects and coordinates with Navajo Nation agencies, chapters, county, state and federal offices to conduct researches on land status information. Conduct field investigation on proposed road projects by contacting owners, leases, etc., obtain all supporting documents from affected land users; provide information and obtain written consent from property leases or owners; negotiate on behalf of affected land users for surface damage compensation and prepares field clearances reports; meets with applicant, chapter officials, affected land users and other concerned tribal entities. Prepares resolutions and presents project applications to Resources and Development Committee of the NNC; review legal description, survey plats and land status reports; prepares monthly/quarterly report on project activities; maintain database and hardcopy files of all transaction. Attend chapter meetings, public hearing and other meetings pertaining to Road Projects and explain the Right-of-Way and Legislative 164 Review Process. Attending training to upgrade his/her knowledge.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Real Estate, Surveying, or an engineering related field; and three (3) years of progressively responsible technical work in land negotiations or right of way acquisition.

Preferred Qualifications:

- Two (2) years of office management and supervisory experience.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Must complete Realty Specialist Training.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Ability to work independently or with staff to reach goals, objective of the Program. Ability to adapt to changing work environment (i.e. comfortable with standard office equipment, computer software, Chapter Government, etc.), occasional work beyond 5 p.m. or off reservation travel.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.